

*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Acting Director of Training

DATE: 22 January 1959

25 YEAR RE-REVIEW

FROM : Registrar/TR

SUBJECT: Weekly Activity Report No. 3  
14 January - 20 January 1959I. SIGNIFICANT ITEMS:

None

II. OTHER ITEMS:

1. I have discussed with [ ] the factors involved in the case of two OSI employees who will not complete the OFC. These two were scheduled for the fall OFC through appropriate channels and also approved for the 16 week German course beginning at FSI 9 February. When the fall OFC course was canceled, [ ] cleared through [ ] EE and pointed out that the re-scheduling conflict would mean missing the final week of OFC, although OSI was reluctant to have them miss it. Subsequent postponement of the January OFC by one week cut their participation down to four weeks. It appears that communication between EE and Tom Karamessines fell down on this matter.

3. The capacity of 35 has been attained for the CPW scheduled to begin 2 February, but a chance remark from Ruth [ ] leads us to believe that the enrollment may be inflated. Regardless, there certainly should be enough applicants to make certain that the course should be offered.

~~CONFIDENTIAL~~

~~SECRET~~

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4. We have established a ceiling of 90 for the next IOC, after discussion with [ ] I am restricting additional starters (we have 75 applicants) to EOD cases or those whose IOC training is related to other scheduled courses.

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5. [ ] has spent several periods with us re ELINT training problems. While here he was briefed on Registrar activities and volunteered himself for our 3-day orientation. For the latter, [ ] - new TLO in EE - has already been nominated.

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6. Arrangements have been completed for four employees (2, OSI; 1, OL; and 1, EE) to attend the sixteen (16) week [ ] Language Program at FSI from 9 February to 29 May 1959. As a result of a personal visit, a space in the [ ] Language Program was secured for 9 February 1959, thus fulfilling a requirement placed upon us by WE Division. We were unable to obtain more than 1 slot for [ ], and so informed IAS for QRP purposes.

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7. The two day conference "Economic Crisis in Latin America" sponsored by the School of Advanced International Studies will be held at the Hotel Statler on 27-28 January 1959. We have received an invitation to send four of our employees to this Conference (1, OBI; 1, ORR; 1, OO/C; 1, WH). A letter of instruction plus a schedule of events was sent to the candidates this week by the Registrar Staff. At the last minute we regretfully revised the nominee list after word that [ ] had died suddenly.

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8. [ ] has requested a listing of all Agency employees who have attended external training programs as representatives of CIA. After discussion with [ ] we amended our original plan to list only Senior War College personnel and will now include all persons sent in response to invitational quotas. The complete list will be ready in February.

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9. [ ] have been occupied full time since 12 January digging out accurate Security Re-indoctrination attendance information on the basis of which we hope to be able to revitalize the Program.

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10. As a periodic activity, Standards Branch is making a survey of all formal training being, or to be conducted by Headquarters components other than OTR during the first quarter of 1959. A listing of courses and a summary analysis of this training will be available for release to interested OTR officials within a few days.

11. The system of recording, tabulating, and summarizing internal and external training data on a current basis which was developed by [ ] has been examined and appraised at the end of a one-month period tryout. The approach and techniques adopted appear manageable and practical and we will continue the procedure.

12. All OTR Schools have either submitted or are actively working on replies to our memorandum request for comment and guidance relative to improvement of internal course registration procedures.

13. Our peak input last fall was in September when we received 530 "Green sheets". Indicative of upswing in activities is the fact that 735 "Green sheets" were received in the month of December.

14. During the week 14 January - 20 January 1959, there were 1057 persons enrolled in OTR conducted training. The breakdown for enrollment is as follows:

195 enrolled in 31 classes (10 languages) before hours  
157 enrolled in 28 classes (11 languages) after hours  
260 enrolled in 40 classes (14 languages) during hours  
118 enrolled in 6 Operations School courses  
154 enrolled in 8 Intelligence School courses  
58 enrolled in 3 SIC courses  
21 enrolled in 2 Area courses  
58 enrolled in JOT Program  
28 Dependents  
8 from other Government agencies

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